

MEMORANDUM

To: Prospective Proctor
From: Steven W. Boggs
Subject: Proctoring the Maryland Bar Examination
Date: December 13, 2011

The Maryland Bar Examination is offered to applicants who wish to practice law in the State of Maryland. The examination is a two-day examination scheduled on the last Tuesday and Wednesday in February and July. **All Proctors are required to attend a mandatory briefing on the Saturday preceding each examination. February 19, 2011 is the scheduled briefing for the February 2011 Exam** and Saturday, July 23, 2011 is the scheduled briefing for the July 2011 Exam. Please note: There are no other proctor briefings offered so you MUST attend the Saturday briefing session. Proctor pay is generally \$110 each day for the examination days (7:30 a.m. to 5:30 p.m.) and \$55 for the proctor briefing, which is two hours (10:00 a.m. to Noon).

The **February 22 and 23, 2011 General Bar Examination** is scheduled to be administered at the **Baltimore Convention Center** for all hand writers and laptop users. The site for Special Testing is the Conference Center for the Maritime Institute of Technology in Linthicum. The **Attorney Exam** is scheduled to be administered at the **Judicial Education and Conference Center in Annapolis**.

The **July 26 and 27, 2011 General Bar Examination** will be administered at multiple exam sites because the Baltimore Convention Center is not available. No examination sites for the general bar exam have been determined yet. The **Attorney Exam** is scheduled to be administered at the **Judicial Education and Conference Center** in Annapolis.

We require more proctors in July than February due to the number of test takers in July (about 1500) as well as the number of exam sites used for the July bar exam. Less proctors are needed for the February bar exam.

If you are still interested in working as a proctor **after considering this information and reading the Proctor Duties and Qualifications**, please **complete and sign the enclosed Maryland Board of Law Examiners Bar Exam Proctor Application** and return to this office. If you meet our qualifications, the information provided in your application will be entered in a computer database. When we find that we need to supplement our pool of experienced proctors for an exam, we will send you a mailing with a postcard to return to us to determine your availability.

Attachments